

# Lead Coach/Mentor 1 or 2 EVENT PREFERENCE SYSTEM USER GUIDE

Updated 9/7/18

Welcome to the User Guide for the *FIRST* Robotics Competition Event Preference System!

This guide will provide you with a summary of the system and walk you through making your submission.

## **System Summary**

Under this system, all *FIRST* Robotics Competition teams will have one week to enter their ranked event preferences. Teams will be able to enter and rank as many or as few eligible events as they like. There will be no advantage or disadvantage to entering preferences early or late during the open week, as long as preferences are in by the deadline. Also, teams will be able to change their preferences as often as they like before the deadline.

All teams will be randomly assigned a lottery number. Teams will keep this lottery number throughout the event selection process for the season. After the preference deadline, the system will go through each team in lottery number sequence, registering the team to the first event with available capacity in the order of the team's event preference list. If none of the events on a team's list has open capacity, the team will be waitlisted on the single event they have identified as being their preferred 'waitlist' event (or the first event on their list if they do not specifically designate a waitlist event). So, every team that has entered a preference list for this first round will either be registered for an event or waitlisted for an event.

Teams will then be notified of their first-round results. In round two, another one-week window will open for teams to use in selecting their second event preferences. Again, teams can enter as many or as few eligible events on this list they wish, along with selecting a single event on the list as their waitlist preference. Teams will also once more be able to make any changes they wish before the deadline. After this second preferences deadline, the system will once again assign events, but this time going in reverse lottery number sequence, from the largest lottery number to the smallest. This means teams who were at the bottom of the list for the first round are at the top of the list for the second. Teams are then notified of the results of this second round. Once more, every team that has entered a preference list for this second round will either be registered for an event or waitlisted for an event.

The third period of registration will be 'Unrestricted' Regional event registration and Additional In-District Event registration, followed by Additional Inter-District Event registration. These registration periods will follow a first-come, first-served method. This means that once the 'Unrestricted' Event Registration time opens, there is no longer a lottery process.

All events have 'reserved' slots. These slots allow Regional Directors and District Management to selectively move in teams on the waitlist for each event based on need. If you find yourself on a waitlist for an event and you have a clear and compelling reason why you can only attend that one event, please connect with the Regional Director or District Management. They will do their best to accommodate you.

You can find an FAQ on this system [here](#).

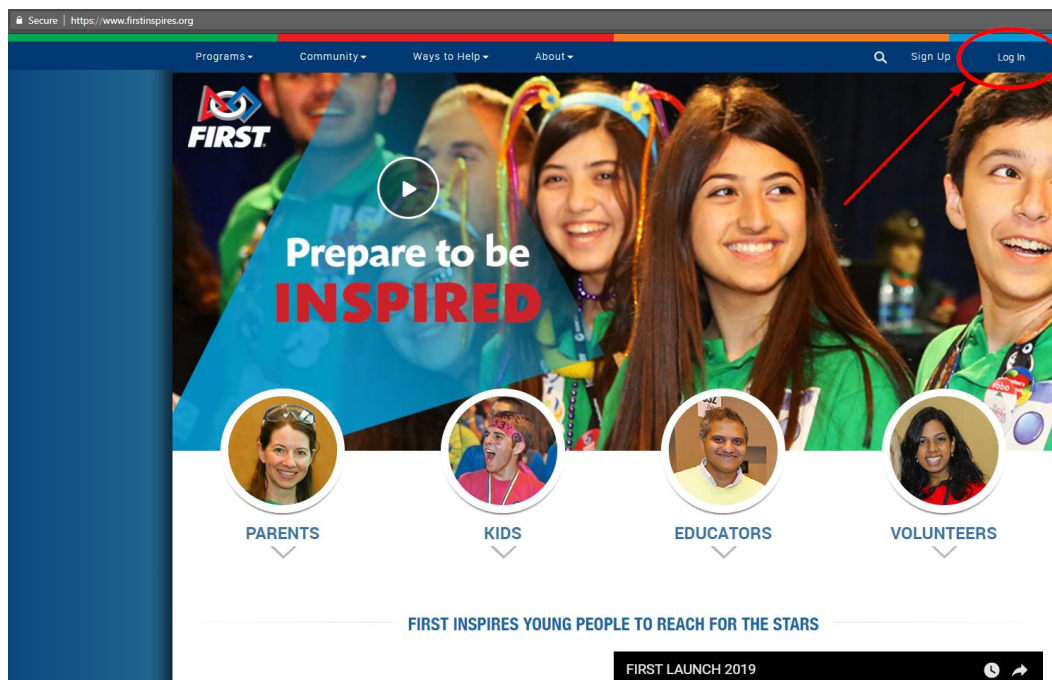
## Key Points

These are some key points to keep in mind when using this system

- There is no event assignment advantage or disadvantage to submitting your preferences early or late during the open week, but you must submit by the deadline to be part of the process.
- You can change your preferences as often as you wish before the deadline without penalty.
- You will only be assigned or waitlisted to events you list, but you could be assigned to any event you list.
- If you are waitlisted, you will only be waitlisted at the one (1) event you indicate as 'Allow Waitlist' on your preferences. This indication defaults to the first event you list, but you may change it as shown in these instructions.
- If you are only able to attend one event, you should put just that event on your preference list. You are guaranteed to be at least waitlisted for that event.
- If you are able to attend more than one event, you should add all events you are able to and wish to attend in your preference list. This increases the chance you will be immediately registered for an event, rather than experiencing the delay associated with waitlists.
- If you add more than one event on your preference list, make sure to set the 'Preference Level' on those events to match your priority. The system will attempt to find space for you in the event you list as Preference Level 1 before moving on to attempt to find space in the event you list as Preference Level 2, etc.
- The preferences you make during the first round of preferencing are independent of those you make during the second round of preferencing. Your preferences will be reset between the first and second rounds. During the second round, you will start with a clean slate.
- Only the Pacific NorthWest, Michigan, North Carolina, and Texas Districts use the 'home event' system. If you are not in one of those districts, you can ignore the discussion of home events in these instructions.

## Instructions

Click Log In button on top right corner of [www.firstinspires.org](https://www.firstinspires.org).



Login to your account.

A screenshot of the FIRST Inspires login page. The page features a large background image of three young people wearing safety glasses and smiling. The word "Login" is prominently displayed in the top left corner. Below the image, there is a login form titled "Login With FIRST Account". The form includes fields for "Email Address", "Username", and "Password". The "Username" and "Password" fields are highlighted with red arrows. Below the password field, there are checkboxes for "Show Password" and "Remember Me". A large blue "LOG IN" button is positioned below the form. At the bottom of the form, there are links for "Forgot Password" and "Not registered yet? Sign Up here".

Your team(s) will appear on the new Dashboard

**DASHBOARD**

**MY TEAMS**   PARENT/GUARDIAN - YOUTH   VOLUNTEER REGISTRATION   MY RESOURCES

CREATE NEW TEAM(S)   GIVE TO FIRST MISSION   PAY FOR TEAM(S)

Teams List   Sort by Team: Date ▾

▶ Jamee's North Carolina Testing Team	#201900298	FIRST® Robotics Competition	Rookie	Outstanding Team Tasks <b>1</b>
▶ Jamee's PNW Testing Team	#201900297	FIRST® Robotics Competition	Rookie	Outstanding Team Tasks <b>1</b>
▶ Jamee's Michigan Testing Team	#201900295	FIRST® Robotics Competition	Rookie	

Complete any “Outstanding Team Tasks” displaying in **RED**.

**DASHBOARD**

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▶ Jamee's Michigan Testing Team	#201900295	FIRST® Robotics Competition	Rookie	

Click on or elect Team to expand for more information.

▼

Jamee's Michigan Testing Team

#201900295

FIRST® Robotics Competition

Rookie

✎

Team Options

Outstanding Tasks

Team Information

Payment & Product

Certificates & Awards

☰

Team Finances

Balance Due

\$6,000.00

Payment to FIRST

\$0.00

Funds & Grants

\$0.00

Credits

\$0.00

Finance Options

👤

Team Contacts/Roster

Primary Contacts

2

Youth Members

0

Other Contacts

0

Invite Contacts

Contact Options

📅

Team Events

No registered events

Event Options

In far-right column “Team Events”, click on “Event Options” drop down menu and select “View Team Events”

Jamee's Michigan Testing Team     #201900295     FIRST® Robotics Competition     Rookie

<p><b>Team Options</b></p> <ul style="list-style-type: none"> <li>Outstanding Tasks ▾</li> <li>Team Information ▾</li> <li>Payment &amp; Product ▾</li> <li>Certificates &amp; Awards ▾</li> </ul>	<p><b>Team Finances</b></p> <table> <tr> <td>Balance Due ⓘ</td> <td>\$6,000.00</td> </tr> <tr> <td>Payment to FIRST ⓘ</td> <td>\$0.00</td> </tr> <tr> <td>Funds &amp; Grants</td> <td>\$0.00</td> </tr> <tr> <td>Credits ⓘ</td> <td>\$0.00</td> </tr> </table> <p>Finance Options ▾</p>	Balance Due ⓘ	\$6,000.00	Payment to FIRST ⓘ	\$0.00	Funds & Grants	\$0.00	Credits ⓘ	\$0.00	<p><b>Team Contacts/Roster</b></p> <table> <tr> <td>Primary Contacts</td> <td>2</td> </tr> <tr> <td>Youth Members</td> <td>0</td> </tr> <tr> <td>Other Contacts</td> <td>0</td> </tr> <tr> <td>Invite Contacts</td> <td></td> </tr> </table> <p>Contact Options ▾</p>	Primary Contacts	2	Youth Members	0	Other Contacts	0	Invite Contacts		<p><b>Team Events</b></p> <p>No registered events</p> <div>             View Team Events              Founder's Reception Kit &amp; Kickoff              Event Options ▾         </div>
Balance Due ⓘ	\$6,000.00																		
Payment to FIRST ⓘ	\$0.00																		
Funds & Grants	\$0.00																		
Credits ⓘ	\$0.00																		
Primary Contacts	2																		
Youth Members	0																		
Other Contacts	0																		
Invite Contacts																			

The Events screen will open. Click “Add Preference” button

< Back to Dashboard

## EVENTS

FIRST Robotics Competition Team [REDACTED]

**FIRST® Robotics Competition:** Event Preference Registration (1st Regional and 1st District events) will be open September 20, 2018 NOON Eastern Time through September 27, 2018 NOON Eastern Time.

Event Preference (Second Registration, (2nd Regional and 2nd District events) will be open October 11, 2018 NOON Eastern Time through October 18, 2018 NOON Eastern Time.

**First Event Preferences**

**Add Preference**

In First Event Preference, click on Add Preference button. Search for event and click on right arrow. A pop-up box will appear with the Event Details. Click on Add Preference button. The event will be added to your preference list. Repeat steps to preference additional events.

The first event added will default to Allow Waitlist. Teams must have one event marked as Allow Waitlist. Teams can change Allow Waitlist to any preferred event.

FBA, FIC, NC, and FNR Teams- Home Event Registration Home events are marked for FBA, FIC, NC, and FNR teams. Follow the same steps and process outlined above to preference events.

Teams will only be assigned to events they have put on their preference lists. Teams should consider carefully the events they preference, and be able and interested in attending any event they preference.

Note: If your team can truly only go to a single event, you should put just that event on your list, and you are guaranteed to at least be waitlisted for that event. If you are waitlisted for the event after the assignment process is run, you should then reach out to your Regional Director or District Management explaining your situation and ask to be moved into the event.)

If you have any questions, please contact our Customer Support team at [firstroboticscompetition@firstnapires.org](mailto:firstroboticscompetition@firstnapires.org)

You will be directed to the Event Search screen. Events will display based on your team criteria. Regional teams will see Regional Events.

< Back to Events

## EVENTS

Event Type: Please Select or Type

Event Name: Event Name

**SEARCH**

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY
Aerospace Valley Regional	4/3/2019	Lancaster, CA, USA	Open	2
Arizona North Regional	3/13/2019	Flagstaff, AZ, USA	Open	3
Arizona West Regional	4/3/2019	Phoenix, AZ, USA	Open	32
Arkansas Rock City Regional	3/6/2019	Little Rock, AR, USA	Open	50

District teams will see their District Events.

Event Type

Please Select or Type

Event Name


Event Name

SEARCH




	DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
	FIM District Alpena Event	3/1/2019	Alpena, MI, USA	Open	2	
	DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
	FIM District Center Line Event	3/1/2019	Center Line, MI, USA	Open	5	
	DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
FIM District East Kentwood Event	3/1/2019	Kentwood, MI, USA	Open	30		
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		
FIM District Escanaba Event	3/8/2019	Escanaba, MI, USA	Open	2		
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		







Michigan, Pacific North West, North Carolina, and Texas will see their “home event” at the top of the event list and highlighted in green.

Event Type	Event Name
Please Select or Type 	Event Name

	DISTRICT EVENT	DATE	LOCATION
	PNW District Wilsonville Event [HOME EVENT]	3/7/2019	Wilsonville, OR, USA
	PNW District Auburn Event	3/29/2019	Auburn, WA, USA
	PNW District Auburn Mountainview Event	3/8/2019	Auburn, WA, USA

Find for the event you are searching for in the list, then click on blue arrow on far right

REGIONAL <a href="#">Istanbul Regional</a>	DATE 3/6/2019	LOCATION Bati Atasehir, 34, Turkey	EVENT STATUS <b>Open</b>	OPEN CAPACITY 40	
REGIONAL <a href="#">Lake Superior Regional</a>	DATE 3/6/2019	LOCATION Duluth, MN, USA	EVENT STATUS <b>Open</b>	OPEN CAPACITY 33	
REGIONAL <a href="#">Las Vegas Regional</a>	DATE 3/27/2019	LOCATION Las Vegas, NV, USA	EVENT STATUS <b>Open</b>	OPEN CAPACITY 5	
REGIONAL <a href="#">Los Angeles Regional</a>	DATE 3/20/2019	LOCATION Los Angeles, CA, USA	EVENT STATUS <b>Open</b>	OPEN CAPACITY 50	

Event Details pop-up will appear. Verify that this is the correct event. If yes, click “Add Preference” button. If no, click “Cancel” button.

The image shows a pop-up window titled "Event Details" for the "Lake Superior Regional" event. It includes registration dates (March 6-9, 2019), contact information, and event details. A map of Duluth, MN, is shown with a red pin at the Duluth Entertainment Convention Center. A red arrow points from the map to the "ADD PREFERENCE" button.

**Event Details**

Lake Superior Regional

Registration Start:  
Registration End:

**CONTACT:**

Local support contact link:  
[www.firstinspires.org/find-local-support](http://www.firstinspires.org/find-local-support)

**EVENT DETAILS:**

Type: Regional

Event Start: 3/6/2019  
Event End: 3/9/2019

Available Capacity: 33

[Event Registration Dates](#)

By clicking the register button, you are agreeing to *FIRST* Robotics Competition pricing structure and payment terms.

[View larger map](#)

Duluth Entertainment Convention Ce... ★

North Shore Scenic Railroad

Great Lakes Aquarium

Bayfront Festival Park

Duluth Entertainment Convention Center

Aerial Lift Bridge

DECC Arena/South Pioneer Hall  
Duluth Entertainment Convention Center 350 Harbor Drive  
Duluth, MN 55802 USA

[Directions to the venue](#)

Cancel

**ADD PREFERENCE**

If your team can only go to one specific event, you should only preference that event.

The image shows the "First Event Preferences" screen. It lists the "Lake Superior Regional" event with a date of March 6, 2019, and a status of "Preference Choice". A red arrow points to the "Preference Level" dropdown menu, which is set to "1". There are buttons for "View Event" and "Remove". A "Waitlist Preference" section is also visible.

**First Event Preferences** ⓘ

**Add Preference**

Lake Superior Regional

Date: March 6, 2019

Status: Preference Choice

Preference Level: 1

Waitlist Preference ⓘ

Allow Waitlist

[View Event](#)

[Remove](#)

**Registered & Waitlisted** ⓘ

Your first event preference will always default to “Allow Waitlist”.

**First Event Preferences** ⓘ

Add Preference

Lake Superior Regional

Date: March 6, 2019

Status: Preference Choice

Preference Level  
1 ▾

Waitlist Preference ⓘ  
Allow Waitlist

View Event

Remove

**Registered & Waitlisted** ⓘ

You can preference as many events as you would like.

**First Event Preferences** ⓘ

Add Preference

Lake Superior Regional

Date: March 6, 2019

Status: Preference Choice

Preference Level  
1 ▾

Waitlist Preference ⓘ  
Allow Waitlist

View Event

Remove

Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation

Date: March 27, 2019

Status: Preference Choice

Preference Level  
2 ▾

Waitlist Preference ⓘ  
Do not waitlist ▾

View Event

Remove

Northern Lights Regional

Date: March 6, 2019

Status: Preference Choice

Preference Level  
3 ▾

Waitlist Preference ⓘ  
Do not waitlist ▾

View Event

Remove

Minnesota North Star Regional

Date: March 27, 2019

Status: Preference Choice

Preference Level  
4 ▾

Waitlist Preference ⓘ  
Do not waitlist ▾

View Event

Remove

You can change the preference level selection by changing the number in the drop-down menu or by dragging and dropping events into the order you would like.

The screenshot displays the 'First Event Preferences' interface with four event cards arranged in a 2x2 grid. Each card contains the following information:

- Event Name:** Lake Superior Regional, Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation, Northern Lights Regional, Minnesota North Star Regional.
- Date:** March 6, 2019 (for Lake Superior and Northern Lights), March 27, 2019 (for Minnesota events).
- Status:** Preference Choice (all events).
- Preference Level:** A dropdown menu with values 1, 2, 3, and 4. Red arrows point to the dropdowns for Lake Superior (1) and Northern Lights (3).
- Waitlist Preference:** A dropdown menu with options 'Allow Waitlist' (for Lake Superior) and 'Do not waitlist' (for the other three events). An information icon (i) is present next to the label.
- Buttons:** 'View Event' (blue outline) and 'Remove' (dark grey).

**Important Note:** The information you see on this screen is automatically submitted to the system. There is no 'Save' or 'Submit' button. If you change any information on this screen, those changes are saved automatically.

You can change the Waitlist Preference selection on any of your events with the selection in the drop-down menu. You will always show 'Allow Waitlist' for one event. The system will not allow you to select 'Do Not Waitlist' for all events.

The screenshot displays the 'First Event Preferences' interface with four event cards. Each card contains the following information:

- Event Name:** Lake Superior Regional, Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation, Northern Lights Regional, Minnesota North Star Regional.
- Date:** March 6, 2019 (for Lake Superior and Northern Lights), March 27, 2019 (for Minnesota events).
- Status:** Preference Choice (all events).
- Preference Level:** A dropdown menu with values 1, 2, 3, and 4.
- Waitlist Preference:** A dropdown menu with options 'Allow Waitlist' and 'Do not waitlist'.
- Buttons:** 'View Event' and 'Remove'.

Red arrows indicate the following changes:

- For the 'Lake Superior Regional' event, the 'Waitlist Preference' is set to 'Allow Waitlist'.
- For the 'Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation' event, the 'Waitlist Preference' is changed from 'Allow Waitlist' to 'Do not waitlist'.
- For the 'Northern Lights Regional' event, the 'Waitlist Preference' is changed from 'Allow Waitlist' to 'Do not waitlist'.
- For the 'Minnesota North Star Regional' event, the 'Waitlist Preference' is changed from 'Allow Waitlist' to 'Do not waitlist'.

You may come back at any time while preferences are open to make changes to your preference selections.

Go Teams!

If you need assistance, please contact [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org) or 1-800-871-8326 ext. 0.